

PERRIS ELEMENTARY SCHOOL DISTRICT

PRESCHOOL AIDE

JOB DESCRIPTION

Definition:

Under the supervision of a certificated teacher, performs a variety of related instructional activities/tasks relative to the specific educational, physical, and emotional needs of children enrolled in the preschool program; and performs other related job duties and responsibilities as assigned.

Characteristic of Position:

Assist the teacher in carrying out the instructional program related to cognitive and language development, gross motor development, social and behavioral development of individual children; assists children with special needs in routine non-instructional activities; assists teacher with single or group learning activities; assists teacher with classroom curriculum and materials; assists teacher classroom and recreational supervision; may perform lifting or other physical tasks as assigned; may perform a variety of related clerical and cleaning duties as assigned; may be required to attend and participate in staff meetings and/or inservice training.

Example of Duties:

Reads, writes, and speaks a second language; assists in the instruction of children in the classroom; observes activities of children in the classroom or playground and assists teacher in maintaining order; collects, assembles, files and distributes resource materials; prepares teaching aids as directed; sets up and arranges supplies and equipment in classroom for student use; prepares labels, charts, bulletin boards; and displays as instructed; decorates classroom; administers assessment tools in second language; explains educational experiences in English and the second language; conducts language lessons according to instruction from a teacher; accompanies children to bus, encourages parent to participate in the various aspects of the program; performs related duties as required. The individual activities and duties of these positions may vary with particular assignment.

Maintains the same high level of ethical behavior and confidentiality of information about students as expected of teacher.

Qualifications:

- A valid California Driver's License required.
- High School diploma or equivalent.
- Ability to pass District administered basic skills test.
- Must have Six (6) units in ECE Early Childhood Education.
- Bilingual preferred. (Spanish)

Physical Requirements:

Occasional to frequent moving on preschool equipment (cots, tables, chairs, etc.), frequent stooping, bending, squatting and kneeling, frequent gross motor activities with children, both indoors and outdoors. The majority of time is spent in active experiences, either sitting in small chairs or on the floor, or walking, skipping, bending, kneeling, twisting, or reaching. Normal lifting would not exceed a 40-50 lb. Child or 20-25 lb. Equipment item. 60-70% of the work day is standing or walking and 30-40% is sitting (often on child-sized chair or on the floor).